



Indiana Department of Homeland Security

Information Bulletin

Date: March 26, 2012

Bulletin No: 12.G003

To: All District Coordinators
All IDHS Field Services Staff
All Emergency Management Directors

From: Joseph E. Wainscott Jr.
Executive Director
Indiana Department of Homeland Security

Subject: 2011 Emergency Management Performance Grant Salary Reimbursement Guidance

Purpose

The purpose of this Information Bulletin is to provide guidance and information regarding the reimbursement of salaries for emergency management personnel.

Background

In the past, the Indiana Department of Homeland Security (IDHS) has used the Emergency Management Performance Grant (EMPG) to financially support salaries for positions within county emergency management agencies (EMA) with the hope of encouraging conversion of all EMA directors to full-time status. This is consistent with EMPG guidance which reads, "Per the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, 42 U.S.C. 5121-5207, EMPG funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management..."

Additional Guidance

The current IDHS policy on the EMA salary reimbursement program details that IDHS will assist with reimbursement of county EMAs up to three positions: EMA Director, EMA Deputy Director and one administrative or clerical support. This policy assisted IDHS in working through local planning issues and resolving the state's potential funding issues. Our goal was to set a policy that explicitly sets the expectation with regard to what you could expect in EMPG funding annually thereby easing local budgeting related issues.

The level of funding is based on the local capability assessment process. Agencies are eligible for reimbursement up to 50% of the salary costs associated with the above mentioned positions.

Solicitation

The 2011 EMPG salary reimbursement period will be **January 1, 2011 through December 31, 2011**. For this reason, the Indiana Grants Management System (iGMS) will require each county to submit the names, the total dollar amount of salary and fringe benefits for each employee. It is also necessary to identify whether the employee(s) is a Local Emergency Planning Council (LEPC) member. LEPC members will be required to complete an Ethics disclosure form.

USDHS/FEMA Training and Exercise Requirements for 2012 EMPG Salary Reimbursement reminder:

Although not applicable for the 2011 EMPG Reimbursement, it will be necessary for all funded positions to complete the following required courses prior to **August 28, 2012** in order to qualify for **ANY** 2012 EMPG salary reimbursement.

- National Incident Management System (NIMS) Training
 - IS 100; IS 200; IS 700; and IS 800
- FEMA Professional Development Series
 - IS 139; IS 230.a; IS 235.a; IS 240.a; IS 241.a; IS 242.a; and IS 244.a
- Participation in three (3) exercises.

Timeline

All applications will be processed through the Indiana Grants Management System (iGMS) <https://myoracle.in.gov/hs/main.do> and will include a required budget and proposal section.

Proposal packets including budgets must be submitted via the iGMS no later than midnight on **Friday, April 13, 2012**.

If you are interested in submitting an application and do not already have access to the iGMS, please contact the Grants Management Section at grants@dhs.in.gov and you will be given a username/password and access to the system.

Questions

Please direct questions regarding this program to your District Emergency Management Field Coordinator or a member of the IDHS Grants Management staff. Grants Management may be reached by e-mail at grants@dhs.in.gov or by phone at 317-234-5917.